

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Accounting Analyst

(Permanent Full-Time) (CBID E97)

Multiple Positions Available

SALARY RANGE:

\$3,744 – \$5,798

Note: This position is eligible for an additional 15% recruitment and retention pay differential (10% in the first year, and 5% in the second year).

BENEFITS

Finance employees are excluded from collective bargaining and are eligible to receive the following enhanced benefits:

- Enhanced medical, dental, and disability benefits
- Employer paid Life Insurance
- Additional hour of Vacation/Annual Leave
- Excluded employees are not subject to State Disability Insurance payroll withholding

For more details about employee benefits, visit the Department of Finance's website [here](#).

FINAL FILING DATE:

Until Filled

QUESTIONS ABOUT THE JOB:

Alice Kirkham

(916) 445-3434 Ext. 2140

(916) 324-6547 *TDD

E-mail: FSCUrecruiting@dof.ca.gov

POSITION DESCRIPTION:

The Fiscal Systems and Consulting Unit (FSCU) is looking to fill multiple Accounting Analyst positions. Under the close supervision of lead staff, the Accounting Analyst performs analytical and consultative duties, including but not limited to: participating in analytical studies and improvement projects requiring knowledge of the State's accounting principles and practices; assisting departments in solving accounting problems; providing outreach, training and consultation to departmental accounting offices; supporting the ongoing development and implementation of the Financial Information System for California (FI\$Cal); and assisting with the administration of the Pro Rata, Statewide Cost Allocation Plan (SWCAP) and federal Cash Management Improvement Act (CMIA) programs.

DESIRABLE QUALIFICATIONS:

- Ability to plan, organize, and adapt to changing assignments and priorities and work effectively under pressure to meet deadlines
- Ability to gain and maintain cooperative working relationships at all levels
- Ability to maintain regular, consistent, predictable attendance, and occasionally work beyond scheduled work hours
- Experience solving accounting problems
- Excellent analytical skills to interpret and clarify statewide fiscal policies and procedures
- Excellent verbal and written communication skills
- Ability to exercise good judgement, initiative, and creativity
- Knowledge and experience in departmental

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Issue Date: August 20, 2019

SEND APPLICATION TO:

Department of Finance
Attn: Michelle Bell
Human Resources
915 L Street, Suite 1235
Sacramento, CA 95814

ADDITIONAL APPLICATION INFORMATION:

Electronic applications through your CalCareer account are highly recommended. If you are unable to apply electronically through your CalCareer account, please mail or drop off a hard copy of your application packet to the above address. You can access the Job Control at: [JC-151702](#)

You may obtain an official state application (STD 678) on the CalHR website at:
<https://jobs.ca.gov/pdf/std678.pdf>

WHO MAY APPLY:

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). Please visit the California Department of Human Resources (CalHR) website:

<https://www.calhr.ca.gov/state-hr-professionals/pages/4582.aspx>

In order to meet Minimum Qualifications, candidates should include a copy of Degree or Transcripts with application packet.

Applications will be screened and hiring interviews of only the most qualified may be scheduled.

This is a continuous advertisement. No need to re-submit your application if you have previously applied.

accounting procedures and requirements

- Knowledge and experience in accounting systems
- Knowledge of governmental accounting principles and procedures